

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
[jobs\[atg.in.gov\]](mailto:jobs[atg.in.gov])
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Intermittent IT Assistant Information Technology section

Responsibilities: provide administrative support to the Information Technology (IT) Director to include the following:

Duties:

- Keep IT related expenses database up to date, communicate and coordinate invoices/payments information with accounts payable (AP) and vendors.
- General office duties including photocopying, faxing, data-entry, handling mail, answering phones and filing.
- Collect and prepare data, including financials, for IT fiscal reports.
- Assist Systems Management Team (SMT) to ensure customer satisfaction by communicating with Indiana Office of the Attorney General (INOAG) end-users.
- Assist in developing training materials and conduct training classes on the applications that make up the standard desktop configuration.
- Assist IT Director with day-to-day operations and other duties as assigned.

Preferred hours: Monday – Friday 10:00 p.m. to 2:00 p.m.

Qualifications:

- High school diploma or equivalent GED.
- Some college education or Information Technology related experience.
- Proficient computer skills to include, but not limited to, Microsoft Word, Excel, and Outlook.
- Excellent customer service skills.
- Excellent communication skills both oral and written.
- Excellent planning and organization skills.
- Must act professionally.
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities.
- Must be able to work well in a team environment as well as individually.
- Strong sense of ethics, including the need for strict confidentiality.